

Information Technology Policy & Strategy Committee Minutes

Aug. 1, 2002
Room 403 State Capitol
9:00am-11:00am

In Attendance:

Al Sherwood
Bill Gerow
Bob Woolley
Brad Brown
Darrus McBride
Dave Willis
Douglas Richins
Gary S. Wixom
Gene Puckett
Greg Gardner
Jeannie Watanabe
John Malouf

Ken Elliott
Ken March
Kevin Van Ausdal
Mart Gardner
Neal Christensen
Patricia Owens
Phil Windley
Randy Fisher
Rich North
Scott Morrill
Steve Fulling
Sue Martell
Tim Cornia

1. **Welcome**, approval of minutes (Phil Windley)

Phil Windley called the meeting to order at 9:00am. He asked for approval of the minutes from June 27, 2002 and the motion passed for approval.

2. **Policies** (Bob Woolley)

a. State Firewall Policy (Action)

ACTION

The State Firewall Policy has not been discussed in the SISC meeting and a motion was made to delay the action in this meeting until it has been discussed in the SISC. Today ITPSC members will just discuss the policy. Greg Gardner made the motion and Neal Christensen seconded the motion.

Greg Gardner asked that when the agencies need to give justification and get approval from ITS, who do agencies work with and what is the process so they are

answered in a timely manner? Maybe this process could be clarified in the implementation instructions.

b. State Virus Detection Policy (2nd Discussion)

Greg Gardner asked who the virus detection specialist is. Bob Woolley said that Scott Wunderlich and Darrus McBride could help. Greg suggested that one of them sit in on the SISC meetings.

At the present, *all* executable files are blocked. The draft policy states that executable, system files, batch files and other files *known* to spread malicious programs will be blocked. Steve Fulling said that what we currently have in place is inconsistent with the proposed policy. Are we going to block all “executable” files or all files known to spread a virus? Either zip the executable files or change the existing practice. It was clarified that the sentence in the draft policy needs to be reworked. Block all executables unless they are zipped or so the user is required to perform a second step to open and activate the file. Change the sentence to read that all executable files will be blocked and then what we are doing will be consistent with the proposed draft policy.

c. Operations Acceptance Testing Policy (2nd Discussion)

Who determines what the standard bandwidth or the agency’s acceptable bandwidth is? One of ITS’ requirements will be to have a baseline and access the usage of the agency so they have a common PC to look at for reference. This policy is a delicate one because we have to strike a balance between doing the right thing and not unduly constraining the agency for future applications.

Put some type of timeline language in the policy.

3. Charters (Bob Woolley)

a. eMail Charter (discussion)

The purpose of this charter is to state what is currently going on with email. A separate group will be meeting on an ad hoc basis to answer question before we proceed forward.

Patricia Owens brought up a concern that since the Legislature isn’t excluded in the Charter, it assumes that they are included. Phil clarified that the Legislature has the right to decide if they would like to participate. Clarification in the Charter was requested so that the intent matches the language.

4. Standards (Bob Woolley)

b. Utah Technical Architecture: Information Technology Product Standards (1st Discussion)

This document was created so that a product doesn’t need to be mentioned in each policy and then changed when a new product or contract was used. This document was produced as a single place where product standards can be referenced. The idea is to identify enterprise-wide or significant agency standards that we need to pay attention to. One of the things to look at is the standard-type definitions. Bob

has created six categories that he believes exist out there. He would like feedback to determine if these are the right categories or if additional need to be added.

Approved standards will be enforced.

5. Project Updates (Bob Woolley)

a. utah.gov

20,400 email addresses have been converted over to utah.gov

Some administrators didn't check the entire network for duplicate user ids, but that problem is being fixed.

b. Utah Master Directory (UMD)

It has been implemented. Every employee should have an e-directory license. Eventually it would be nice to have the employee show up for the first day of work with the computer access, phone and desk all ready for them. Having a master directory link with human resources is the first step.

c. HIPPA Workgroup Requirements Update

This is the final rework of the common requirements with added definitions. Also added were some other references. This is not a policy document, but a document that will inform other policies, as they are made, of what HIPPA requirements are.

Meeting adjourned at 10:10am